



Duntroon Playschool Placement Policy

1. Positions for children in the Duntroon Playschool program at the Duntroon Community Centre (DCC) are highly sought after and whilst all efforts will be made to offer placements to all interested families, the numbers are constrained by legislation. This policy gives a transparent framework explaining how applications will be prioritised.
2. In accordance with ACT Childcare Services Standards the maximum number of children able to attend a Playschool session is 20. DCC may apply for an exemption to increase the total to 22.

Priority Groupings

3. Priority will be given in the following order:
 - a. Category 1 – Serving members of the permanent and active reserve components of the Australian and overseas Defence Forces
 - b. Category 2- Members of the Inactive reserve component of the Australian and overseas Defence Forces and public servants of the Department of Defence
 - c. Category 3 – Contractors to the Department of Defence and all other residents of the ACT and NSW regions
 - d. Category 4 - Children who attend other Playschools, Preschools or similar programs and children that can attend a whole year of Playschool the following year.

Sessions per week

4. The maximum number of sessions per week for any child is three.
5. Category 1 members may be granted the three sessions for the duration of their enrolment at Playschool.
6. Category 2/3/4 families may only attend a maximum of two sessions per week unless there are vacancies. If there are vacancies, the third day will be offered on a term by term basis only.
7. Should a Category 1 family apply for a placement or increase in days, the Category 2/3/4 families who are currently enrolled may have their placement decreased by one session a week. Parents are to sign an undertaking in the enrolment application that they are aware that this may happen.

Applications

8. Families may provide DCC with their contact details (including email where possible) throughout the year prior to planned enrolment. They will then be notified when enrolments open (generally Week 1 of Term 4). A waiting list will only commence upon the enrolment opening date.
9. At the start of Term 4 of the year prior to commencement, enrolment details will be uploaded to the DCC website. These details will include;
 - a. A copy of this policy,
 - b. The Welcome to Playschool Information Document,
 - c. An enrolment application form covering:
 - i. General enrolment information
 - ii. A photography consent form
 - iii. A request for signed acknowledgement of the Duntroon Playschool Placement Policy
 - iv. A request for details of other preschools/playschools or similar programs the child is planning to attend, and
 - d. A DCC membership and personal particulars form.
10. After a nominal closing date (generally Week 5 of Term 4), DCC will prioritise the eligible applications received in accordance with the priority categories nominated in paragraph 3. Any enrolment applications received after this date will be placed on the waiting list and offered positions as they arise.

Placements

11. Letters confirming the child's placement for the following year will be sent out by the 2nd last week of Term 4.

12. DCC will attempt to place children for the days requested. However, this is not always possible. Should the day/s offered be refused, the application will go to the bottom of the relevant placement category waiting list.

13. No new children will be offered a placement at Playschool in Term 4.

14. Individual circumstances will be looked at. However, in these situations, a letter will be required to be submitted to the committee for consideration.

Starting dates

15. Children who turn three within the first four weeks of term may start at the beginning of the term providing a parent/carer attends with them until their birthday (a legislative requirement). Should a child's birthday fall after Week 4, they must apply for placement to start the following term.

Notice Periods

16. Two weeks notice (or payment in lieu of) is required should a child leave Playschool in the first 5 weeks of any Term. However, if a child leaves at any stage in the remainder of that term, payment for the whole term is required.

17. Notice is to be given in writing.

Financial Considerations

18. Payment cannot be made to hold positions at the Playschool.

19. Enrolment application forms must be accompanied by a \$50 deposit in order to be considered.

20. Full term payment is to be made by the 3rd week of term. If fees are not paid, or a written payment/allotment agreement entered into with the DCC Coordinator by the end of the 5th week, the child will lose their placement. Any written payment/allotment agreements must have fee payment being finalised by the last week of term (or the last week of attendance if earlier).

21. All families are to be financial members of the DCC.

Last reviewed/approved: 6 September 2011